

Employment Termination Checklist

Employee name _____

Date _____

Reason for termination _____

Return of company property

- keys to buildings, vehicles and other property
- vehicles
- company credit cards
- company ID cards/badges
- electronic access cards
- security passes
- cellphones and pagers
- laptops
- passwords
- uniforms and clothing
- tools
- equipment
- portable computer terminals and related equipment not at work location
- all reference materials (department files, manuals, computer files, etc.)
- other property _____

Items to cancel or disable

- company credit cards
- company telephone cards
- telephone authorization codes
- signing authority
- petty cash authority
- electronic access cards
- telephone lines
- paid utilities at employee's home (e.g. Internet connection)
- passwords for shared computer accounts and networks
- employee's entry in payroll system
- paid subscriptions
- memberships in professional organizations
- employee's inclusion on distribution and telephone lists
- other items _____

Payout of compensation

- wages
- general holiday pay
- vacation pay
- expenses and petty cash reimbursements
- severance pay
- overtime pay
- commissions
- bonus payments
- repayment of advances
- balance of loans
- payment in lieu of notice
- other payouts _____

Other administrative tasks

- complete employee's Record of Employment
- notify human resources of employee's effective departure date
- notify network administrator of employee's effective departure date
- provide an address update form to fill out if the employee moves
- verify emergency contact details
- communicate departure of employee to other staff
- other tasks _____